



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 03-OIS-134

POSITION: HUMAN RESOURCES SPECIALIST, 201

SALARY RANGE: \$58,070 - \$108,836

Opening Date: 09/30/03	Closing Date (for receipt of applications): 10/31/03
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OFFICE: Office of Internal Services Administrative Office Personnel Division	AREA OF CONSIDERATION: All Sources - Washington, D.C. Metropolitan Area and Judicial Branch Employees - Nationwide
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Applicants under 03-OIS-116 will be considered.

Location: Washington, D.C.	SALARY POTENTIAL: \$108,836
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SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is commensurate with experience. Federal benefits are available. More than one selection may be made from this announcement.

MISSION STATEMENT: The Administrative Office is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 30,000 employees serving federal courts and judges throughout the United States and U.S. territories. The AO also supports program activities in the areas of court administration, court security, defender services, and probation and pretrial services.

DUTIES AND RESPONSIBILITIES: The Administrative Office Personnel Division (AOPD) is looking for an experienced human resources professional with the ability to adapt to a fast-changing work environment. The AOPD provides critical human resources administration support and services to the Administrative Office and is responsible for ensuring the success of the personnel and pay authorities granted under the Administrative Office Personnel Act of 1990 (Pub. L. No. 101-474). Applicants should be team-oriented with strong writing and interpersonal skills to serve as an advisor on a wide range of human resources issues. The duties of the position include, but are not limited to:

1. Performing the full range of human resources advisory services involving employee relations, classification and position management, recruitment, and employee benefits for a portion of the AO population;
2. Advising employees and supervisors on resolving employee-management relations issues involving conflicts, disciplinary actions, adverse actions, grievances, alternative dispute resolution, and other areas of human resources management;
3. Evaluating and classifying positions and providing sound position management advice involving review of organizational structures and mission statements;
4. Advising management on employment strategies and recruitment sources and overseeing the staffing and processing work of a human resources specialist;
5. Advising employees and supervisors on federal benefits issues;
6. Preparing well-researched and comprehensive written materials on a variety of human resources issues to accomplish the work and improve effectiveness of day-to-day operations; and
7. Identifying, analyzing, and addressing complex human resources issues, office interrelationships, and the current and future impact of decisions to ensure adherence to established policies and procedures.

QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to perform successfully the duties of this position. **Specialized Experience** is experience that has provided the applicant with the ability to analyze issues, interpret and apply guidance, and provide advisory services based on in-depth knowledge of rules, regulations, and procedures related to at least two human resources functions such as employee-management relations, staffing, classification, and benefits administration.

SELECTIVE FACTOR: Demonstrated ability to advise on and manage employee relations issues.
(Applicants who do not meet this selective factor are ineligible for further consideration.)

(PLEASE SEE REVERSE SIDE FOR MANDATORY SUPPLEMENTAL FACTORS)

SUPPLEMENTAL FACTORS: The following factors are expected to enhance performance significantly in this position. Applicants **must** submit a narrative statement addressing each factor listed below. Each narrative statement should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position. **Submission of a separate narrative which provides an example of work-related experience that meets each factor is a MANDATORY requirement.**

1. Demonstrated knowledge of and ability to advise on and manage employee relations issues.
2. Demonstrated ability to analyze issues, interpret and apply guidance, and provide advisory services based on in-depth knowledge of rules, regulations, and procedures related to human resources functions such as staffing, classification, benefits administration.
3. Ability to be flexible and use strong interpersonal, multi-tasking, and self-management skills to work with others and adapt to a fast-changing environment.
4. Demonstrated skill in oral communications to conduct briefings, counsel management and employees, and justify and defend approaches and decisions in resolving complex human resources issues.
5. Demonstrated skill in written communications to prepare memoranda, letters, formal recommendations, or guidance which is based on sound human resources policy and practices.

**FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: June G. Cooper at (202) 502-1574
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)**

**PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.**

HOW TO APPLY:

- Your application must be received by mail or hand delivered to the AO Personnel Division (address below) by **CLOSE OF BUSINESS (5:00 P.M.)** on the closing date. Application and enclosure(s) will not be returned. The AO does **NOT** accept application materials by facsimile or Internet e-mail.

ADDRESS: (for mailing)
Administrative Office of the U.S. Courts
AO Personnel Division
Suite G-200
Washington, DC 20544
(Union Station Metro)

(for hand delivery)
One Columbus Circle, NE
Suite G-200
Washington, DC

- Your application should include all of the information listed under the section, "APPLICATION INFORMATION."
- You may choose to submit a signed and dated *OF-612 (Optional Application for Federal Employment)*, OR any other application format.
- Incomplete applications will not be considered. Also see brochure *OF-510 (Applying for a Federal Job)*.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Other Qualifications:** List any job-related training courses; skills (such as languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.

- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.
- Relocation expenses will not be provided.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 502-1271
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